



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

EXECUTIVE OFFICER, CITIZENS' LAW ENFORCEMENT REVIEW BOARD

Class No. 000447

■ CLASSIFICATION PURPOSE

Under administrative direction, to manage and provide administrative, investigative, analytical and advisory services to the Citizens Law Enforcement Review Board (CLERB); to act as an agent for the Review Board; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This classification is an appointed position in the unclassified service. Under the direction of the Citizens' Law Enforcement Review Board, the Executive Officer, CLERB, is responsible for formulating policy and operational procedures and providing administrative direction to employees.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Administers, manages and directs investigative efforts in order to identify issues and evidence required for full understanding, hearing and resolution of citizen complaints relating to the law enforcement policies or practices of peace or custodial officers in the Sheriff and Probation departments.
2. Supervises the work of assigned employees and establishes work standards and objectives.
3. Formulates, recommends and implements policy pertaining to CLERB operations, investigations and complaint resolution.
4. Acts as the principal advisor to CLERB and as the primary contact for citizens and members of the community.
5. Reviews complaints to determine if they fall under CLERB's jurisdiction and sets priority of investigation in accordance with the rules and regulations of CLERB.
6. Prioritizes and assigns cases to employees to investigate complaints, which charge peace officers or custodial officers with excessive force, discrimination or sexual harassment, illegal search or seizure, false reports and false arrests, and/or other instances of criminal misconduct.
7. Reviews and investigates the deaths of individuals arising out of or in connection with actions of peace officers or custodial officers regardless of whether or not a citizen complaint is filed with CLERB.
8. Reviews and analyzes investigative findings and hearing information, prepares reports consisting of dispositions and recommendations, and submits such reports to the Chief Administrative Officer and affected citizens.
9. Reviews and makes recommendations on the relevance and effectiveness of current policies and procedures of the Sheriff and the Probation departments; provides information on law enforcement practices.
10. Serves as a facilitator for CLERB meetings by acting as liaison between CLERB and members of the public.
11. Acts as liaison between CLERB and the Sheriff's Department, Probation Department, and the media.
12. Maintains contact and attends meetings involving managers and representatives of the County's Public Safety Group, departments, outside agencies, citizen or community groups, and the public.
13. Directs the scheduling of complaint hearings, notification of parties involved in cases, preparation and distribution of necessary documentation, including subpoenas, minutes, agendas, and the annual report to the Board of Supervisors.

14. Develops databases and other record keeping or filing systems; maintains and updates automated/manual records and files pertaining to investigation findings and CLERB activities, decisions, and directives.
15. Analyzes complaint trends and recommends actions to CLERB.
16. May represent CLERB before the Board of Supervisors, representatives of other governmental agencies, or members of the media.
17. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, laws and regulations regarding the rights and activities of peace and custodial officers.
- Laws, codes, ordinances and procedures pertaining to administrative, criminal and public records.
- Record-keeping systems pertaining to the operations of law enforcement agencies such as computer aided dispatch, crime reports, investigative files, and duty rosters.
- Current and customary procedures related to the investigation of complaints concerning actions taken by peace officers.
- Organizational structure, policies, procedures, and operations of a law enforcement agency at the county or municipal level.
- Applicable local, state and federal laws and case law pertaining to the operations of law enforcement.
- Complaint and/or grievance procedures and dispute resolution techniques.
- Functions and authority of CLERB.
- Principles and practices of budgeting, effective utilization of fiscal resources, and office management.
- Principles, practices, methods, and techniques of supervision and training.
- General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Review, address, and resolve citizen complaints in a professional, objective, tactful, and diplomatic manner.
- Analyze, interpret and apply pertinent provisions of governmental policies, mandates, or agreements.
- Obtain factual information from members of varied ethnic and socio-economic groups.
- Analyze complex problems, evaluate alternatives and reach sound conclusions within legal and procedural constraints.
- Understand, research, interpret and explain constitutional principles, complex laws, ordinances and regulations to others.
- Give presentations to public officials, executive managers, community leaders, members of the general public, media representatives, and representatives of outside agencies.
- Plan, direct and review the work of subordinate staff.
- Organize and prioritize work in an effective manner.
- Create and maintain accurate reports, records, and files.
- Communicate effectively in writing when preparing investigative case reports, presentation materials, and executive level correspondence.
- Communicate effectively in verbal form with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Assess the citizens' or customers' immediate needs and ensure customers' receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of supervisory or professional level experience in the fields of administration of justice or in the practice of law.

Note: Possession of a bachelor's degree or higher from an accredited college or university with a major in law, criminal justice administration, police science, public administration, or a related field is a desirable qualification.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certificate/Registration

None required.

Working Conditions

The primary work location is an office environment. The incumbent will be frequently exposed to computer screens. The incumbent will be expected to attend after-hour meetings and is regularly exposed to irate and/or highly emotional citizens. Work involves travel to locations within and outside of the County when attending meetings or hearings, conducting investigations, observing scenes of incidents, locating witnesses, and interviewing witnesses.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: November 20, 1990
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